

PROVIDER AND INSTRUCTOR FREQUENTLY ASKED QUESTIONS

PROVIDERS

Record-keeping

1. What information is a provider required to maintain?

Provider records must be maintained for 4 years and contain information relating to student instruction, including, but not limited to:

- The dates and number of hours of classroom and behind-the-wheel instruction given the student, signed by the instructors that gave the instruction.
- Complete registration and achievement records for the student. Achievement records must include test scores, and the Unique Identifier(s) [number(s)] included on the student's test(s).
- A list of the student's payments for tuition, fees, and purchase or rental of supplies or equipment.
- A copy of the signed contract between the school and the student.
- The information contained on a course completion report for the student.
- Student attendance.

2. Where are provider records maintained?

Records must be maintained at the provider's business location. Student records cannot be maintained at individual classroom locations.

3. What if a provider ceases operation?

If a provider ceases operation, records must still be maintained at an established site for not less than four years. See below on reporting close-out information.

Reporting

1. What reports are providers required to submit and when?

- a. DES-101 Program Request form – This form lists locations, dates, times and instructors for Segment 1, Segment 2, or truck driver training classes (if applicable). The form must be submitted at least 10 days prior to the starting date of the class.
- b. DES-102 Program Completion Data form – This form lists the students who attended a Segment 1 or Segment 2 class, and the certificates of completion that they received. The form must be submitted no later than 10 days after the session has ended. This is for teen programs only.
- c. DES-022 Driver Education Instructor Employment form – This form must be submitted prior to an instructor's start date and immediately upon an instructor's departure.

- d. Truck driver training biannual report – Due on April 15th and October 15th of each year, this report lists names, addresses, and driver license numbers for those students enrolled since the last report, and student pass/fail information.
- e. Year-end report – Each provider must submit a year-end report, which indicates the number of students who pass and fail each type of program offered.
- f. DES-024 Classroom Approval/Fire Marshal Verification form – This form must be submitted prior to adding a classroom location.
- g. DES-018 Training Vehicle List – This form must be submitted when new training vehicles are added.
- h. Close out report – When a provider ceases operation, a close out report must be submitted, which includes an inventory of certificates of completion (teen programs only), and identifies where records will be stored.

Curriculum

1. Why didn't I receive a copy of the prescribed teen curriculum?

Curriculum packages were sent to all currently certified teen driver education providers. If you did not receive a copy, you are either not certified under the Driver Education Provider and Instructor Act or your package of materials was misrouted. Please call the Driver Programs Division at (517) 241-6850 if you have a current certification and did not receive a curriculum package.

2. What materials were included in the curriculum package?

- A letter from Secretary of State Terri Lynn Land.
- A copy of the MDOS Curriculum Guide.
- A copy of the American Driver and Traffic Safety Education Association's curriculum (approx. 400 pages and one CD with imbedded videos).
- Three additional DVDs:

AAA Foundation for Traffic Safety Videos

- "Using Your Eyes Effectively"
- "Managing Space and Time"
- "Freeway Driving"
- "Sharing the Road"

American Automobile Association

"Teaching Your Teens to Drive"

AAA Foundation for Traffic Safety

"Signs, Signals and Marking, Understanding the Language of the Road"

3. What other materials will I need to teach the prescribed teen curriculum?

In order to teach the teen curriculum, you will also need the MDOS Segment 2 Risk Awareness materials available on the MDOS Web site.

4. When will curriculum training be available and where?

Training workshops began in November and will be offered through April 2008. Providers and instructors will be notified of training locations and times. The training schedule is also available on the Driver Education Web site, which can be found at:

http://www.michigan.gov/sos/0,1607,7-127-1627_40645_40650---,00.html

5. When must the curriculum be implemented?

Providers are encouraged to implement the curriculum as soon as it is received, but the curriculum must be used (or approval to use an alternative received) as of May 1, 2008.

6. How can I obtain additional copies of the curriculum?

Additional copies of the curriculum can be obtained by contacting the American Driver and Traffic Safety Education Association (ADTSEA) directly. Visit their Web site at <http://adtsea.iup.edu/adtsea/>, or telephone toll free (800) 896-7703. The curriculum can also be obtained through the Michigan Driver and Traffic Safety Education Association. Visit their Web site at <http://adtsea.iup.edu/MICHIGAN/>, or telephone toll free (800) 419-9509. You may duplicate the Michigan Curriculum Guide as needed.

7. The ADTSEA curriculum references unit tests, but I did not receive any in the packet I received from the Secretary of State. Why didn't I get them, and or how can I get them?

The tests are written specific for each unit in the ADTSEA curriculum. Since the prescribed Michigan Curriculum Guide does not follow the ADTSEA units as written, and in some cases parts of the ADTSEA curriculum are not recognized at all, the tests as written may be confusing. You may, however, order ADTSEA-specific materials. See #6 above for contact information.

8. Can I decide not to use the new curriculum, and continue to use the curriculum I currently have? What criteria must be met to qualify as an approved alternative curriculum?

Yes, the law does allow a teen provider to utilize a curriculum other than the prescribed model curriculum. The Secretary of State may approve an alternative curriculum if it substantially meets or exceeds the standards of the prescribed model curriculum. See Section 7 in your Driver Education Curriculum Guide for details or visit:

http://www.michigan.gov/documents/sos/DES_-_201_Driver_Education_Curriculum_Guide_215706_7.pdf

9. When will the Segment 1 and Segment 2 knowledge tests be available?

The Segment 1 test is available to certified driver education providers. The Segment 2 test will be available later in 2008 after field testing. Providers may start using the tests as soon as they are available, but both tests must be utilized and requirements met beginning May 1, 2008.

10. How will providers access the web-based test software?

Authorized users will log in to a secured web-based program and print versions of both the Segment 1 and Segment 2 tests.

11. What is the passing score for each knowledge test?

The passing score for both the Segment 1 and Segment 2 tests is 70%.

12. Is there a limit on the number of times a student can take a test?

Yes. A student may only take a test 3 times, the initial test and up to 2 retakes.

13. Can a Scantron or other testing scoring system be used?

Yes, electronic scoring is permissible. However, the Unique Identifier number of the test that a student takes must be recorded on the answer sheet and retained in the student's file.

14. Will there be a different test available for students with special needs?

No. Special needs students must pass the test version being utilized for the class they are attending. Providers are permitted to administer the test orally, or record the test onto an audiocassette for a student's use.

15. Can a special needs student take the test more than three times?

No, unless another law is identified that would supersede the power of the Secretary of State to prescribe the number of times a student may take a test.

16. Will the new tests be available in languages other than English?

No. The test will only be available in English.

17. If I have to use multiple versions of a test, or want to give more than two, how can I keep track of tests and answer keys?

When you generate a test, a scoring sheet and answer key is also generated. All three have a similar Unique Identifier number, which will allow you to match each with the other.

18. How many times will the test versions be changed? This in turn will affect how many copies will have to be made up.

The current pool of 400 Segment 1 questions and 80 Segment 2 questions along with the test software will allow for a unique test every time a provider requests a new version. Providers must not keep any test in circulation more than 4 months.

19. We only offer driver education during the summer. How does the 4-month requirement affect us?

Since you offer classes more than 4 months apart, you would simply need to generate new tests each summer.

20. Is there a mandatory textbook to be used with the new curriculum?

There is no mandatory textbook. The curriculum does provide a list of four textbooks that best fit with the instructional standards. A provider is not bound by this list, but should use a textbook that adequately complements the curriculum.

16. My DVD is not working.

If it is the ADTSEA Driver Education Curriculum 2.0, contact ADTSEA. ADTSEA will also work with AAA to replace any of theirs that may be defective. If you have a

problem when using a computer, try inserting the DVDs in a DVD player. Problems reported so far have been with computer use.

Professional Development

1. What is the deadline for meeting professional development requirements?

Professional development requirements must be met by the time your original instructor certificate expires (2 years from the date of issuance).

2. What are my options?

Attending one of the training workshops on the new curriculum will satisfy professional development requirements for an instructor's first certificate renewal cycle. For those involved in rehabilitation and truck driver training, other options may be available, although they have not yet been determined. Professional development options will be posted on the Web site when identified, and updated periodically.

3. Are additional options being considered?

Additional options have not been identified at this time. As they are approved, they will be added to the Web site.

Range

1. What is a multiple vehicle driving facility or "range"?

A multiple vehicle driving facility (range) is an off-street course that enables the driver education instructor, from a position outside the vehicle, to use electronic or oral communication to teach and supervise several students simultaneously, each of whom is operating a vehicle designed for that type of instruction. This only applies to teen programs.

2. What are the minimum requirements to operate a range?

A few of the minimum requirements are:

- Minimum 150' x 300'.
- No less than 4 vehicles operating at the same time.
- Instruction includes 2-way traffic and points of conflict.

For a full list of the requirements, and to obtain the DES-023 Range Application and review a sample lesson plan, visit the Driver Education Web site.

3. What is the range application fee?

For an original range application, the fee is \$125 per site. To renew each site, there is a \$75 fee. Renewal of range use is required every two years.

INSTRUCTORS

1. Why can't the Live-Scan being used for the Secretary of State also be used for a teacher or substitute teacher for their school system?

The law only allows the Secretary of State to use the criminal reports to determine an applicant's eligibility for certification.

2. Does an instructor have to get a Live-Scan every time there is a renewal for certification?

A criminal background check performed for the Department is valid for four years. If an applicant submitted a criminal background check done for another agency (i.e., public school), that applicant would need to undergo fingerprinting upon their first renewal, then every four years after that.

3. Once I receive my certification, what do I need to do?

Once you have your instructor certificate, you are required, by law, to provide a copy of it to your employer(s). It would also be in your best interest to make sure your employer(s) submit a DES-022 Driver Education Instructor Employment Form to the Department listing you as an employee.

4. I have a conditional instructor certification. How do I convert it to an original instructor certificate?

You must submit verification that you have successfully completed all four instructor preparation courses. Once that is done, you will receive an original instructor certificate.